



State of Delaware  
**DEPARTMENT OF HUMAN RESOURCES**

**MEMORANDUM**

**TO: The Honorable John C. Carney, Governor**

**CC: Shavonne White, Director, Office of Supplier Diversity**

**FROM: Claire M. DeMatteis, Secretary** 

**DATE: March 23, 2022**

**SUBJECT: Department of Human Resources Supplier Diversity Action Plan**

---

**Background**

To demonstrate the state of Delaware's commitment to supplier diversity initiatives, on June 16, 2021, Governor John Carney signed [Executive Order 49](#). This executive order reconstitutes the Governor's Supplier Diversity Council to provide enhanced economic opportunities for Delaware's diverse business community.

The executive order requires executive branch agencies to develop a Supplier Diversity Plan, which outlines best practices and objectives for agency-specific interests. Agencies' completed plans shall be submitted to the Office of Supplier Diversity (OSD) for review and approval no later than September 30th of each calendar year. Agencies' approved supplier diversity plans shall be filed annually with the Governor no later than December 30th of each calendar year.

**Department of Human Resources' Supplier Diversity Plan**

The Department of Human Resources' (DHR) Supplier Diversity Plan is designed to expand and create contractual engagements between certified OSD suppliers and DHR consistently and systematically.

**Objectives**

1. Increase Awareness of Under Threshold Purchasing
2. Mandating Procurement Training for Leadership and Staff
3. Identify and Support Inclusive Contract Opportunities

**Action Plan**

DHR's Supplier Diversity Plan objectives and action plan align with the goals of Executive Order 49.

**1. Increase Awareness of Under Threshold Purchasing**

- DHR recognizes that diverse, small, and traditional businesses are interested in both advertised opportunities and non-advertised opportunities. DHR will increase

recognition of opportunities and increase the planning time for vendors to prepare as follows:

- Extend the bidding time for DHR's advertised solicitations and conduct pre-bid meetings to facilitate the opportunity for diverse, small and traditional suppliers to identify opportunities, including possible subcontracting whenever possible.
- Require employees who make under threshold purchase(s) to utilize the Office of Supplier Diversity's Directory of Certified Businesses online directory to seek one or more for the required quotes, without creating exclusion. [OSD Directory of Certified Businesses](#)
- Solicit the OSD Directory for non-advertised under threshold opportunities.

## **2. Mandating Procurement Training for Leadership and Staff**

- Engage with the Office of Supplier Diversity to coordinate supplier diversity training for DHR leadership and staff with purchasing responsibilities. Procurement training is available through the Delaware Learning Center. Training will include, but not be limited to:
  - Supplier diversity best practices.
  - Navigating the Office of Supplier Diversity's Directory of Certified Businesses and other resources to access diverse, small, and traditional businesses.
  - Identifying purchasing opportunities.
  - Encourage agency participation in events/workshops geared towards assisting the diverse business and small business communities.

## **3. Identify and Support Inclusive Contract Opportunities**

- DHR will increase its engagement with diverse, small, and traditional businesses participating in OSD's [Directory of Certified Businesses](#) by:
- Promote usage OSD Directory of Certified Businesses for non-advertised under threshold opportunities.
- Support the Office of Supplier Diversity's (OSD) statewide objectives for increasing supplier diversity initiatives statewide.
- Review DHR spend analysis on contracts inclusive of diverse, small and traditional businesses.
- Identify and track when the OSD directory was solicited for an opportunity and if there were no available businesses.
- Encourage potential vendors to complete vendor registration through the eSupplier Portal.
- Track subcontracting/2nd tier spend information utilizing the 'Subcontracting Reporting Form' located on the OSD Track outreach to/from diverse/small vendors sought for Procurement Spend Range 1 (open market purchases) website.
- Discuss diverse, small, and traditional business enterprise successes and challenges.

**Supplier Diversity Liaison**

One of the critical requirements contained in [Executive Order 49](#) directed each Executive Branch agency to designate a Supplier Diversity Liaison. The Supplier Diversity Liaison must have direct access to the agency's secretary, department head, or similar cabinet-level official concerning supplier diversity matters.

**DHR's Supplier Diversity Liaison:** [Cherie Dodge Biron](#), Deputy Principal Assistant

- **Responsibilities of DHR's Supplier Diversity Liaison**

- Updating and revising DHR's Supplier Diversity Action Plan
- Coordinating annual training for DHR employees on the agency's plan
- Encouraging DHR vendors to register with the state online vendor notification system for upcoming contract opportunities
- Promoting the Office of Supplier Diversity's online Directory of Certified Businesses
- Encouraging all vendors to explore certification with the Office of Supplier Diversity
- Actively participating with the Governor's Supplier Diversity Council and the Office of Supplier Diversity committees and initiatives.